**JOB DESCRIPTION**

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| **JD Unique ID:** | NA |
| **Job Title:** | Upazila Facilitator |
| **Company:** | United Purpose |
| **Location:** | Cox's Bazar, Field Office |
| **Contract type:** | Project Staff, fixed term, 12 months |
| **Hours:** | Full time |
| **Reports to:** | Project Manager |
| **Grade:** | UP Grade VIA |
| **Application Deadline:** | **25 February 2024** |
| **Organisation overview:** | In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.  This merger doubled our size and reach – and means that in 2022 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance.  In 2022 our work will reach more than six million people and invest upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation and hygiene.  This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle the global challenges in progressive and innovative ways. |
| **Job Purpose:** | United Purpose is currently implementing a project which is designed to strengthen social cohesion and civil society capacity in Cox’s Bazar district through addressing the socioeconomic needs of vulnerable households in selected communities affected by the refugee influx, building the technical capacity of local organizations to plan socioeconomic interventions, improve service delivery and sustain development contribute to community-driven, gender-responsive, market- oriented socioeconomic development of the Cox’s Bazar district that promotes social cohesion, civil society capacity in host communities. This will be achieved through creation of diversified and resilient economic opportunities for poor and vulnerable households particularly for women and girl and other marginalized groups such as ethnic minorities in the selected 18 Unions under 6 Upazila of Cox’s Bazar District.  The focus of this position will be the implementation of a new programme called the “STRENGTHENING SOCIAL COHESION AND CIVIL SOCIETY CAPACITY WITHIN COX’S BAZAR DISTRICT OF BANGLADESH” in Cox’s Bazar. This project is implemented by United Purpose with support from IOM and Contribute to community driven, gender-responsive, market-oriented socio-economic development of the Cox’s Bazar district that promotes social cohesion and civil society capacity in host communities and strengthen community-based approaches in the camps. The expected position holder as well as job seekers will be able to draw a depth understanding and experiences in both in order to manage the implementation of this project effectively and efficiently. As a key field responsible person here Upazila Facilitator will support the Project Manager and coordinate with others upazila stakeholders, officials in the areas. As a means of socio-economic developer which promotes social cohesion and strengthen civil society capacity in project implementation, the project expects to the position to ensure technical support to project staffs, project participants as the field level program planning, monitor the project activities, including quality programming, capacity-building, advocacy, Facilitation, organize the training, documentation, standardisation, finance and administration in total compliance with UP and IOM policies and procedures. |
| **Key Responsibilities:** | **Job Responsibilities:**  **To ensure project have better plan to achieve their goals**   * Ensure technical support to develop Details Implementation Plan (DIP) of projects timely * Executing the project activities effectively and timely at your working area. * Ensure project plan is monitored and documented its progress. * Ensure reviewing of project progress timely * Formation of community forums, policing forums and dispute management committees * Organise of sporting events, meeting, training and facilitate * Develop/support to develop training module and plan * Select and finalise the beneficiaries list of livelihood and social cohesion interventions * Support to establish women business centers and business planning of LSPs and farmers groups * Select schemes for small scale mitigations in consultation with communities and LGIs and support to implement   **To ensure the effective coordination and communication, compliances and documentation:**   * Ensuring maintenance of effective coordination and communication with UNO, LGI’s, CiC, clusters, line departments and other stake holders in advance by sharing detail plan * Ensuring the participation of GoB and other relevant committee(s) within the project areas that could contribute to bring effective results at project level. * Internal and external best practice and lesson learning on projects activities are documented and used in on-going procedures. * Supporting team members to enable them to give of their best e.g. by encouraging and praising good performance, coaching, assisting staff to prevent or resolve problems, providing resources, tools and equipment. * Enabling a friendly collaborative working culture within the team, actively sharing information and knowledge to enable the team to ensure effective learning and sharing across the organization; * Ensure project considered mainstreaming of gender and child safeguarding policies, disabilities as the mainstreaming issues that are being addressed |
| **Key Relationships:** | **Internal:** Project staff andCountry Office team  **External:** Stakeholders, national and international development agencies/NGO/INGO/Donors/private sectors etc |
| **Knowledge, Experience and Other Requirements** | **Educational Requirements**  Bachelor degree in any subject from recognized university. Related experiences will be given preference.  **Experience Requirements**   * 2 year(s) relevant experience * The applicants should have experience in the following area(s): Program Officer/Facilitator   **Job Requirements**   * Strong understanding of Humanitarian assistance in emergencies * Strong knowledge and understanding of different government structure * Ability to communicate with people from different cultures and time zones. * Proficiency in MS Office tools, including Word and Power Point   **Assessment:**   * **Long listing:** Fulfilment of minimum qualifications * **Shortlisting:** Candidates with higher qualifications are shortlisted. * **Written Test:** Assess analytical skill under time constraints. Scheduled online written test. * **Interview:** Competency based interview. |
| **Application Procedure:** | **Application Procedure:**  • You can apply for the position by completing the [application form](file:///D:\Ruhi\RUHI\HR%20DOCS\GORTA%20TEMPLATES\SHA-UP-Application-Form.docx) and following the link [here](https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD000009D0V0%20-%20Upazila%20Facilitator%20(53559)). Please send your CV & cover letter alongside.    • **Application to be submitted by 25 February 2024.** |

*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**